

DCJS – Private Security Services Section
PSS_WA: Partial Training Exemption Application – Instructions

For additional questions on eligibility, please refer to the Regulations Relating to Private Security Services, 6VAC 20-171 ARTICLE 4.

GENERAL:

1. In order to receive credit, you must submit an application with all required documentation. Applications received without the required documentation will be returned. DCJS does not retain previously submitted documentation. Please do not write in “on file” or “attached to another application”; all relevant documentation must accompany the application requiring it.
2. Training exemption applications may take a minimum of 30 days to process upon receipt by the Department. If you are seeking Registration or Certification on a faster track, you are advised to attend standard, certified training that is reported to DCJS directly by the certified training school.
3. All training exemptions for entry-level requests are **partial** exemptions only. There will be a training requirement for approved applicants. A letter of approval outlining the additional training required will be mailed to you upon processing. You will need to attend the additional training required through a DCJS certified private security training school. No training exemptions will be granted to meet requirements set forth in a previously approved exemption. (i.e. – if you have been approved for an exemption from taking the 40-hour general instructor development training, but have been required to take the four-hour instructor in-service course, you may not submit a subsequent exemption application for the four hours. You will be required to attend the certified course outlined in your approval letter.)
4. Only one category of registration or certification training may be requested per application, but may include firearms training also for a firearms endorsement to go along with the Registration category.
5. There are no training exemptions offered for the following training categories: Armored Car Personnel, Armed Security Officer Arrest Authority (unless GSA), Bail Bondsmen, or Compliance Agents.
6. If you are unsure of eligibility, please refer to the Regulations Related to Private Security – 6VAC 20-171 Article 4, as well as the FAQ section on our website for details. Applications that are denied are not eligible for a refund. Please do not call DCJS with requests for pre-approval over the phone; review of eligibility is only done for submitted applications.

For REGISTRATION categories of training, see the following requirements:

Law Enforcement Training & Experience:

- ✓ Submit official documentation demonstrating successful completion of a law enforcement basic training program.
- ✓ Submit documentation demonstrating a minimum of five (5) consecutive years of service as a law enforcement officer. This employment experience must not have ended longer than five (5) years prior to application date.

Private Security Training:

- ✓ Submit official documentation demonstrating successful completion of a **pre-approved** private security training program in the category for which you seek exemption and that has been completed within the previous 12 months. (Not applicable for SCOP or Bail Enforcement Agents)

Private Security Experience:

- ✓ Submit documentation demonstrating a minimum of five (5) consecutive years of private security employment in the category for which you seek exemption and in a jurisdiction that regulates your category. This employment experience must not have ended longer than five (5) years prior to application date.

For FIREARMS ENDORSEMENT categories of training, you must submit official documentation as follows:

In order to receive credit for prior firearms training and qualification, you must include documentation of classroom training that meets or exceeds the requirements set forth in the Regulations Relating to Private Security and include a signed, dated range sheet from a Virginia criminal justice academy, academy, correctional department or private security training school that was completed within the previous 12 months.

For GENERAL INSTRUCTOR DEVELOPMENT category of training:

If you are seeking certification as a Private Security Instructor, please note that approval of credit toward the requirement of attending a general instructor development (GID) course is only one of many requirements. If you are interested in being certified as a PSS instructor, please review the Instructor certification requirements - Regulations 6VAC 20-171-100 - and application (PSS_IA) carefully to determine eligibility. **There are a number of additional requirements beyond the general instructor development training. There are no refunds for exemptions from GID training when an instructor certification application is denied.**

You must provide documentation supporting successful completion of an instructor development school that meets or exceeds standards established by the department within the 3 years immediately preceding the date of this application.

For FIREARMS INSTRUCTOR DEVELOPMENT category of training:

If you plan to request the addition of Firearms Instructor to your existing Private Security Instructor certification, you must provide documentation of experience in a field requiring the carrying of a weapon while on-duty in law enforcement or private security, or work experience instructing firearms to law enforcement, private security or related fields. **Simply completing an instructor course will not qualify you for certification as a PS Firearms Instructor.**

You must already be certified as a PSS instructor in order to be eligible for certification as a Firearms Instructor. All individuals seeking to become certified as a PSS Firearms Instructor must qualify with a minimum score of 85% on all three weapon types: Revolver, semi-automatic handgun, **and** shotgun.

You must provide documentation supporting successful completion of a firearms instructor school specifically designed for law-enforcement or private security personnel that meets or exceeds standards established by the department within the 3 years immediately preceding the date of this application and a signed, dated range sheet from a Virginia criminal justice academy, academy, correctional department or private security training school that was completed within the previous 12 months.

REQUIRED TRAINING UPON APPROVAL:

If you are approved for an entry-level partial training exemption, you will be required to attend the following hours/blocks of instruction at a certified private security training school. DCJS will send you a letter with the requirements, which you must provide to the training school to enroll for the partial session:

Security Officer / Courier / Alarm Respondent (01E):

- A. Orientation – 2 hours
- B. Law – 4 hours

Private Investigator (02E):

- A. Orientation – 6 hours
- B. Law – 16 hours

Personal Protection Specialist (32E):

- A. Administration and personal protection orientation – 3 hours
- B. Applicable sections of the Code of Virginia and DCJS Regulations – 1 hour
- C. Assessment of threat and protectee vulnerability – 8 hours
- D. Legal authority and civil law – 8 hours
- E. Emergency procedures: CPR, emergency 1st aid, defensive preparedness - 12 hours

Electronic Security Sales Representative, Technician or Central Station Dispatcher (39E, 35E, 38E):

Electronic Security Subjects – 30E, 4 hours

Private Security Instructor:

General Instructor Development in-service training – 13I, 4 hours

PS Firearms Instructor:

Firearms Instructor Development in-service training – 14I, 4 hours

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